

AGENDA MUSEUM COMMISSION
October 12th, 2021 6:00 PM
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Public comment :

Individuals wishing to address the Museum Commission on items not already listed on the Agenda may do so during the first half-hour; please wait for the current speaker to conclude and raise your hand to be recognized by the Chair for direction. Speakers are required to give their name and address. Please limit comments to five minutes, unless extended by the Chair.

CALL TO ORDER

- ROLL CALL: Elizabeth - Eric - Daliea - Mike - Julie - ~~Traei~~
- APPROVAL OF AGENDA

MEMBERS OF THE PUBLIC & COMMENTS

Mike Middleton, Wasco County Finance
Matthew Klebes, Wasco County, Administrative Services Director
Denise Dietrich-Bokum, Foundation Ex-Officio
~~Cal McDermid, Director~~
Dawn Rasmussen, member of the public

MATERIALS- (will be addressed per agenda, below)

AGENDA

SEPTEMBER MINUTES

~~MUSEUM DIRECTOR'S REPORT~~

FOUNDATION REPORT
FINANCIAL and TREASURER'S REPORTS
WAGON BUILDING EXPANSION

NEW BUSINESS:

- Review and approval of the Agenda - **attached. Vote.**
- September Minutes- **attached. Vote.**
- Director's Report - tbd
- Financial and Treasurer reports- **attached**
- Foundation Report - **attached**
 - Update on bronze signs
- Letter to the Commission from the Foundation
- Volunteer policy

OLD BUSINESS:

- Wagon building expansion (sketch **attached**)
- Wagon winter storage
- Wireless and cameras (continued)
- 2022 Gala (continued)

NEXT MEETING: November 9th, 2021

Fort Dalles Museum and Anderson Homestead Commission Meeting
Tuesday, October 12, 2021 2021
Via Go To Meeting
Minutes

The meeting was called to order at : 6:06 pm

Roll Call

Elizabeth Wallis-President, Eric Gleason-Vice President (at 6:13 pm) , Daliea Thompson-Secretary/Treasurer, Julie Reynolds, Mike Wacker, Traci Griffith's absent and excused

Members of the public and comments

Matthew Klebes, Wasco County Administrative Services Director; Mike Middleton, Wasco County Finance; Denise Dietrich-Bokum, Museum Foundation Ex-Officio; Dawn Rasmussen, member of the public.

New Business

Approval of agenda

Daliea Thompson made the motion to approve the agenda, Julie Reynolds seconded it, motion carried.

Review and Approval of September 14, 2021 Minutes

Mike Wacker asked about the context of a statement recorded on the minutes. The statement was expanded on and corrected. Also, a statement about mini splits was clarified and corrected.

Mike Wacker made the motion to accept the corrected minutes, Julie Reynolds seconded it, the motion carried.

Financial Notes and Treasurers Report-attached

Mike Middleton stated that The City of The Dalles is up to date on their payments. The previous payment was accidentally made to donations. This has been reversed and now the report is reflecting payments that The City of The Dalles has made.

The expenses and revenues show a percentage as to where each fund is at that time. There was a change to the salary matrix, we may have to do a budget change but we will keep an eye on it for now.

Foundation Report -attached

Denise read the report. There is a balance of several thousand dollars on the \$115 campaign for window inserts. Eric and the Foundation are looking at protection for the upstairs windows.

Denise suggested that we wait till spring before we actually mount the signs due to the cold and wet weather.

Letter to Commission from the Foundation

Daliea Thompson asked how to refer people to the foundation, Denise stated to get a hold of her directly.

Volunteer Policy

Elizabeth stated that we need Volunteer guidelines. The group discussed the possibility of drafting guidelines for volunteers. Matthew Klebes suggested an orientation paper. Julie will draft a guideline for us to start working with.

Old Business

Wagon Building expansion (sketch attached)

Eric Gleason – Vice Chair, explained his sketch and the 8 foot expansion. Elizabeth mentioned that Traci Griffiths husband is a professional contractor and has offered to confer on the building. Eric will coordinate a meeting with Traci's husband to garner more information.

Wagon Winter Storage -The options for storage with a view to the public is limited. The commission talked about storing without being displayed during winter. Daliea mentioned that Mike Leash had suggested the Cherry Growers.

Matthew stated he would contact Cherry Growers to see if they would be willing to store the windows.

Wireless and Cameras (continued)

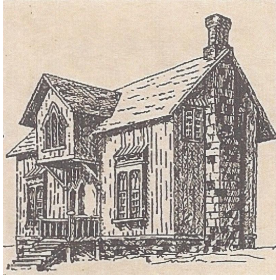
Elizabeth suggested that we break up the above two subjects into two smaller projects. She suggested that by breaking up the two into smaller projects then we would have perhaps a better chance to get grants.

2022 Gala Continued

Discussion ensued about Dawn Rasmussen, who is a certified meeting planner and who has offered to assist the Commission with whatever fundraising, gala, or event that we may like to initiate. The group agreed that Cal should be in the discussion and that we should wait and confer with him at our next meeting.

The meeting was adjourned at 7:12 pm

Next Tuesday November 9th, 2021



**Fort Dalles Museum and Anderson
Homestead Foundation**
PO Box 591
The Dalles, OR 97058

FDMAH Monthly Report
September 2021

Fundraising/Projects

\$115 Campaign: Project completed. There is a balance remaining in this fund. Maybe we could look at a way to protect the rest of the windows.

WCCT Sign Grant: Extension requested to extend the period to Dec 15. Left to do: mount bronze plaques (decision made to mount directly to the buildings), write up info for Guardhouse Gate signs (3-4).

Financial/Grants

No new activity. See above Fundraising/Projects for status.

Volunteer

Volunteer Hours (Museum support) for August were 12.0, est value (12 x \$20) \$240.

PR/Marketing/Promotion

Denise appeared on KODL in August. Eric & Denise will fill in for Cal in October.

New Vehicle Stakeout

Commissioners and three members of Foundation met to review proposed footprints for new vehicle building and discuss options. Since this is a Commission project, the Foundation will continue to support the Commission to the best of its ability.

Other

The Foundation met on Sept 20, 2021. A letter was sent to the Commission, with copies to Tyler Stone & Julie Krueger, regarding a portion of its executive session.

Submitted,
Denise Dietrich-Bokum
10/08/2021

Notes for Museum Financial Statements as of September, 2021

These amounts are pre-audit and closing processes are still occurring. The amounts are subject to change. This is the 3rd fiscal month of the 2022 fiscal year – as such, the straight-line budget execution is 25.0%.

Revenues:

- Beginning fund balance revenues are not final yet but should not be changing – represents a \$13K decrease in fund balance
 - \$12,500 from The Dalles decreased the loss experienced; another \$12,500 came from Wasco County to further offset the losses (see below)
- Interest is down – LGIP is 0.6% annual rate currently
- Wasco County transfers are in at 100% - includes the additional added in the budget process to assist in the COVID response.
- The Dalles has not made the monthly payments yet. While typical, this is a little longer than normal, Finance will contact The Dalles' Finance Office.
- Admissions are up but that is mainly due to being closed last year at this time.
- Memberships are low, but this is expected
- Donations of \$7,856 exceeds the estimated planned amount

Expenses

- Personnel costs are over the straight-line rate due to overtime, also more than last fiscal year at this time. Part of this is the increased pay rate done when the salary matrix was adjusted for many employees of the County.
 - At 28% execution, straight-line is 25% so right at 3% over expectations
- R&M costs are not linear, but the amounts in R&M Equipment should be watched
- No concerns in Capital or Contingency

Summary

At this point, the Museum is \$12,565 ahead of last fiscal year in total. The financial picture is improving over last fiscal year – actually being open tends to do that...

WOODEN WAGON
SHED

FT. DALES
MUSEUM

